



# തിരുവനന്തപുരം KERALA GAZETTE

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്  
PUBLISHED BY AUTHORITY

വാല്യം 3 Vol. III	തിരുവനന്തപുരം, ചൊവ്വ Thiruvananthapuram, Tuesday	2014 ഏപ്രിൽ 8 8th April 2014 1189 മീനം 25 25th Meenam 1189 1936 ചൈത്രം 18 18th Chaithra 1936	നമ്പർ No.
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## PART III University of Kerala

### NOTIFICATIONS

(1)

No. Academic L/R/2629/2013.

15th January 2014.

#### REGULATIONS RELATING TO THE B.Com. DEGREE COURSE (HEARING IMPAIRED) UNDER THE FACULTY OF COMMERCE (2013-14 ADMISSIONS)

The Academic Council at its meeting held on 22-5-2013 has approved the Regulations relating to the B.Com. Degree Course (Hearing Impaired) under the Faculty of Commerce (2013-14 Admissions) as endorsed by the Faculty of Commerce.

#### Regulations for the B. Com. Degree Course (Hearing Impaired) under the Faculty of Commerce (2013-14 Admissions)

##### 1. Eligibility for Admission

- Candidates seeking admission to the Bachelor of Commerce (HI) should have passed the Plus Two/ Pre Degree or its equivalent from any Board or University in India, recognized as equivalent for admission to a degree course in the University of Kerala.
- Admission is restricted to the *Hearing Impaired*, as defined in 'The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995'. Hearing Impairment means loss of 60db or more in the better ear in the conversational range of frequencies.

## 2. Mode of Selection

Selection of eligible candidates shall be made on the basis of the marks obtained in the Aptitude test conducted by the Institute.

## 3. Duration and Structure of the Course

The course span shall be four *academic years* consisting of eight semesters. Each academic year shall be divided into two semesters.

The first two semesters shall be *Preparatory Semesters*. Only candidates who secure a pass in the Preparatory Semesters shall be eligible to register for the third Semester. A candidate should pass the Preparatory Semesters in a maximum of two successive attempts failing which the candidate will be required to discontinue the course. However, the performance in the Preparatory Semesters shall not be considered in the final grading of the candidates for the issue of Degree.

Each semester shall comprise of approximately 20 weeks of not less than 90 working days.

## 4. Course work

Each student shall pursue the course as is enclosed in the scheme of study.

## 5. Scheme of Evaluation

### 5.1 General Details

The candidates shall be evaluated continuously through each semester. The evaluation for a subject shall involve (I) Internal Assessment (IA) and (2) End Semester Examination (ESE). The final marks for each subject shall be calculated with the following weights:

Internal Assessment	:	25%
End Semester Examination	:	75%

#### 5.1.1 Internal Assessment (IA)

A maximum of three Internal Assessments, each comprising of a quiz, assignment and test paper, shall be conducted in each semester. The best two marks (IA) from the three shall be considered. Internal assessment marks shall be computed based on following:

* Quiz	:	40% weightage
* Assignment	:	20% weightage
* Testpaper	:	40% weightage

#### 5.1.2. End Semester Examination (ESE)

The examinations for the Preparatory Semesters, namely the first and second semesters, shall be conducted by the Head of the Institute/Principal of the college. The marks obtained in the Preparatory Semesters shall in no way be considered for the final grading of students for the issue of degree.

End Semester Examinations for the odd Semesters, namely the third, fifth and seventh semesters shall be conducted by the Head of the Institute/ Principal of the college. The marks secured by the candidate in the End Semester Examination conducted by the Head of the Institute/ Principal of the college shall be forwarded to the University by the Head of the Institute/ Principal of the college and shall be recorded in the consolidated mark list issued to the candidate on completion of the course.

For the even semesters i.e.; the fourth, sixth and eighth semesters, the University of Kerala shall conduct the End Semesters examination.

### 5.2 Syllabus for Examinations

For each End Semester Examination only the syllabus of the current semester shall be followed.

### 5.3 *Submission of Record Books for Computer Practical Examinations*

Candidates appearing for practical examinations should submit bonafide Record Books prescribed for practical examinations, duly certified by the Head of the Department. Otherwise the candidates will not be permitted to appear for the practical examinations. However, in genuine cases where the students could not submit the record books, they may be permitted to appear for the practical examinations, provided the concerned Head of the Department of the Institute certifies that the candidate has performed the experiments prescribed for the course. For such candidates who do not submit Record Books, zero (0) marks will be awarded for record books.

### 5.4 *Criteria to Graduate from Course*

#### 5.4.1 *Minimum Marks*

A candidate will be declared to have passed the examination for each Semester if he/she secures for each subject in the Semester,

- (i) a minimum of 40% in the End Semester Examination (ESE), and
- (ii) a minimum of 50% for Internal Assessment (IA) and End Semester Examination (ESE) put together.

#### 5.4.2. *Failure and Supplementary Examination*

If a student fails in one or more papers, he/she need re-appear only for the failed paper(s). He/She shall re-appear for this in the examination conducted for the next subsequent batch(es) of students.

A candidate should pass all the papers of a particular semester in a maximum of three attempts failing which the candidate will be required to discontinue the course.

## 6. **Requirements For Degree**

### 6.1 *Issue of Degree*

The University of Kerala shall award of the Bachelor of Commerce (HI) degree on successful completion of the requirements of the course.

### 6.2 *Discontinuation of Course*

If a candidate does not pass all the subjects prescribed in the scheme of study within 6 consecutive years after enrolment for the course, the candidate shall discontinue the course.

### 6.3 *Classification of successful candidates*

Aggregate of the marks secured in all the Semesters, excluding the Preparatory Semesters (the first and second semesters), shall be considered for final classification of results for award of the degree.

- I Candidates who secure 80% or above in aggregate of the six semesters, i.e third to eighth semesters, having passed all subjects at the first appearance and within the minimum duration of the course shall be declared to have passed the course in 'first class with distinction'.
- II Candidates securing 60% or above but less than 80% in the aggregate of the six semesters, i.e. third to eighth semesters, having passed all subjects at the first appearance and within the minimum duration of the course shall be declared to have passed the course in 'first class'.
- III All other successful candidates securing less than 60% in the aggregate of all subjects in the six semesters, i.e. third to eighth semesters, shall be declared to have passed in 'second class'.

### 6.4 *Award of ranks*

Ranks shall be awarded on the basis of the total marks secured in the six semesters from the third to the eighth.

Candidates who fail in one or more subjects during the course shall not be eligible for the award of ranks.

The candidates should have completed the course within the prescribed (minimum) number of years.

## 7. **Project Work**

The eighth semester shall include a project work that will involve the individual effort of the student to complete an assigned task under the guidance of a faculty member. This project should provide exposure to current industry best-practices. Evaluation of the project work shall be done by a common board of examiners consisting of two members one of whom shall be the concerned guide or the Head of the Department of the Institute and the other an examiner appointed by the University.

## 8. Minimum Attendance & Provision To Condone

Each candidate shall be permitted to register and appear for the End Semester Examination only if the candidate has 80% attendance in theory as well as lab sessions in all subjects in that particular semester. Failure to meet the criteria will disqualify the candidate from attending the End Semester Examination of the respective semester. The candidate shall have to repeat the semester, that is both theory and lab shall have to be repeated in toto.

Leave of absence shall be granted only on medical grounds. However, such leave shall be considered only for the purpose of granting condonation of shortage of attendance. Condonation shall be done by the University as per rules for other B.Sc. courses.

## 9. Cancellation of Examinations

A student can cancel all the papers of any semester on the basis of the existing rules for cancellation as that for other B.Sc courses.

## 10. Transitory Provision

- (a) For candidates who studied the B. Com. (HI) Degree course under previous regulations and syllabus, and who could not pass some or all the subjects shall be permitted to take examinations under old regulation and syllabus for next 2 years after the last regular University examinations, subject to satisfying clause 5. 4. 2.
- (b) Candidates who satisfied the minimum attendance requirements in any semester under old regulations. but who are yet to pass some papers even after 2 years as stated in (a) above, shall appear for the equivalent papers under Revised Regulations, as specified by the Chairman/Chairperson of the Board of Studies concerned.

The above regulations relating to the B.Com. Degree Course(Hearing Impaired) under the Faculty of Commerce (2013- 2014 Admissions) was laid before the Senate at its meeting held on 26th November, 2013 as envisaged under section 39(1) of the Kerala University Act, 1974 and was declared as passed for adoption.

(2)

No. Academic L/R/2627/2013.

15th January 2014.

### REVISED REGULATIONS RELATING TO B. Ed. DEGREE COURSE (2013 SCHEME)

The Academic Council at its meeting held on 22-5-2013 approved the revised regulations for the B. Ed. Degree Course to be implemented with effect from the academic year 2013-14 as recommended by the Board of Studies in Education and approved by the Faculty of Education.

#### Revised Regulations for the B.Ed. Degree Course

1. The B. Ed. programme proposed is based on Credit and Semester System with Grading. The curriculum will be introduced in all the Colleges of Teacher Education affiliated to University of Kerala and the Kerala University Colleges of Teacher Education directly run by the University with effect from 2013-2014 admissions.

2. The course is of one year duration. Semester system is followed in the course. There will be two semesters, Semester I with 90 working days spread over in 20 weeks and semester II with 110 working days spread over in 22 weeks excluding admissions, University examination and preparatory holidays.

3. Medium of instruction for the course is English. However, candidates may write the examination in Malayalam also. The Optional papers for 'Languages' shall be written in the language specified in the Question paper.

4. Admission to the course will be on the basis of the eligibility requirements, rules and regulations for B.Ed. admissions fixed by the Government of Kerala and approved by the University from time to time.

5. A candidate will be considered to have satisfactory attendance if she / he earns not less than 75% attendance for theory classes and attends fully the practice teaching days. Seven point grade system is followed in rating attendance. Attendance will be noted in letter grades in the Mark List. The attendance range and respective grades are as follows: Gr: A+ (95-100%), Gr : A (90-94%), Gr : B+ (85-89%), Gr : B (80-84%), Gr : C+ (75-79%), Gr : C (70-74%), Gr : D (below 70%). (For calculating percentage of attendance decimals will be rounded to the nearest whole number).

—Condonation of shortage of attendance shall be as per existing University rules. Candidates with shortage of attendance beyond condonable limit will not be eligible to register for the end semester University examination. In such cases the candidate has to repeat the course by taking re-admission from the University. .

—Only candidates who secure the required minimum attendance in the first semester and registered for the First End Semester University Examination is eligible to continue studies in the second semester.

6. *Readmission* :—Those candidates who discontinue the course can be given the provision of readmission if otherwise eligible as long as the same scheme exists. If there is a change in the scheme any time later, candidates will have to join the course as a fresh entrant, if otherwise eligible.

7. *Transitory regulations*:—Whenever a Course/Scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be conducted according to the old syllabus / scheme. Failed candidates or candidates who could not appear for these examinations have to attend classes for the new course, according to the changed Syllabus/regulations.

8. There shall be a basic unit of 100 students divided into two batches of 50 each for Core Papers and not more than 25 students per teacher educator for Optional papers and other Practical courses of the programme to facilitate participatory teaching and learning (NCTE norms). Hence theoretical discourses of Core papers have to be arranged in classes with a strength of student-teachers not exceeding 50. For Optional and other Practical areas, the class strength should not exceed 25. This has to be strictly followed for the smooth transaction of the curriculum. All Colleges of Education should follow strictly the academic calendar issued by the University. Proportional weightage has to be given in the Time Table to various components in the programme specified in the curriculum and a copy of the Time Table has to be forwarded to the Registrar at the beginning of the course.

9. All the programmes/courses carrying credits/grades should be compulsorily attended by all the candidates for the successful completion of the course. Only such candidates are permitted to register for the End Semester University examination.

- (i) Candidates who have completed the requirements of practical work related to theory (CE) and other practical courses of Semester I and registered for the End Semester University examination alone will be allowed entry to Semester II.
- (ii) Practical work related to Core and Optional papers (CE) & other Practical courses (college, school and community based) have to be compulsorily completed by all the student-teachers to be eligible for appearing for the Practical Examinations of Semester II. Candidates who have attended /eligible for presentation to the Practical Examination of the External Practical Board, alone will be permitted to register for Theory Examination.
- (iii) The total number of lessons practiced by each student-teacher during the course is 70, which include Discussion, Demonstration, Criticism, Lessons, Observation of Video Lessons, ICT enabled lessons, Observation of peer lessons, Video Lessons, Lessons prepared during their initial phase of the school visit (i.e. Initiatory School experiences) and Practice Teaching.
- (iv) Redressal of Grievances regarding internal assessment-in order to address the grievance of students, a three member Grievance Redressal Cell have to be constituted at college level with the principal as Chairman, Co-ordinator, a teacher nominated by the college council as member. The college shall nominate a teacher as co-ordinator of internal evaluation.

10. For a pass in the examination, a candidate should secure a minimum of 50% marks (C+ Grade) in aggregate with a minimum of 40% (C Grade) in each Theory Paper in the External Examination of the University and 50% (C+ Grade) for Practice Teaching in the Second Semester. There is no minimum for CE and other practical courses in both the semesters. Marks/grades for CE and Practical courses have to be given to various categories on the basis of proper guidelines and criteria. Detailed records have to be maintained by institutions in each case.

11. In case a candidate gets minimum for all papers but fails to get semester minimum, she/he has to re-appear for all papers to secure a pass in that semester.

12. If a passed candidate wants to improve his/her grade he/she can appear for the theory examination and improve the grades within two years of completion of the course, if the same scheme exists.

13. A candidate cannot appear for two semesters in two different schemes. In case such a situation arises, the candidate has to cancel the First semester already appeared or studied and has to take re-admission to the First semester in the revised scheme.

14. For course betterment, candidates have to appear for both the semesters in one go, i.e., in one session and higher marks of the two i.e., marks before betterment and after betterment whichever is higher is considered. Semester-wise betterment is not allowed and marks before betterment of one semester and marks after betterment of other Semester cannot be combined.

15. There will be no Supplementary Examination. Failed candidates have to write/appear for the paper/papers/courses for which they have failed. On securing the separate minimum in those paper/courses the candidate will be declared to have passed the examination provided he/she secures an aggregate of 50% (C+ Grade). Three chances will be given for reappearance.

16. Even if a candidate fails to secure the required minimum marks/grades for a pass in Theory during the 1st semester and has completed the Practical Courses he/she shall be allowed entry in Semester II.

17. If under any circumstances, a candidate fails in Teaching Practice, he/she may be permitted to repeat the Teaching Practice after the completion of Semester II with special permission from the University as long as the same scheme exists. It will be considered as a Second appearance in all respects.

18. There is provision for revaluation and re-admission. Re-admission can be granted by granting college transfers also (as per University orders).

### Definition of Essential Terms

- *Semester system*:—The semester system is a proactive system with programme designed to be completed gradually within a period covering multiples of half an academic year. It is pattern of the course in which the whole programme is divided into different parts and each part is intended for a specified period of time, called semesters. The B.Ed. programme includes two semesters.
- *Credit*:—Credit refers to the unit of value awarded for the successful completion of specific courses, intended to indicate the quality of the course instruction in relation to the total requirements for a course. Credit is a unit of input measured in terms of 'Study Hours'. It represents the number of 'Study Hours' in a particular period of time devoted to various aspects of the teaching-learning process such as attending classes, engaging in assignments, projects, community activities and other Practical Courses required for the course. Here, one credit for the B.Ed. programme is considered equivalent to 12 study Hours and the mark equivalent to one credit is 10. Students can earn and accumulate credits on the basis of the number and types of tasks they have successfully completed. All the tasks that carry credit are compulsory.
- *Grading*:—Grading is the process of applying standardized measurements of varying levels of comprehension within a subject area. Assigning letters for indicating the performance of students in each paper/area by giving due weightage according to the scale adopted. Here Seven Point Scale is suggested for the grading purpose and Indirect Grading shall be used. In Indirect Grading the students are assessed using conventional marking mode and the marks awarded are converted into letter grades as per the weightage assigned. Marks will be converted to respective Grades for whole programmes and courses only and not to each and every component (e.g. EDU 01 total marks earned for Theory can be converted to grade, total marks for CE can be converted to grade etc.):
- *Grade Point Average (GPA)*:—The means of grades obtained on a number of subjects/tasks for a specified period is the GPA. GPA is calculated by *dividing the sum of the weighted grade points obtained by a student in various subjects in a semester by the total number of credits taken by him/her in the semester*. The value shall be rounded off to two decimal places.
- *Cumulative Grade Point Average (CGPA)*:—CGPA is the value obtained by dividing the sum of the Credit x GPA for both the semesters by the total credits for the entire course. The value shall be rounded off to two decimal places. CGPA will be converted to letter grades for final results.
- *Core courses*:—Indicates the subject of study under theoretical discourses which are compulsory for all the students undergoing the course (EDU 1 to 3 & 6 to 8)
- *Optional subject*:—Indicates the subject which the student-teacher specializes in the course (EDU 04, 05, 09 & 10).
- *CE*:—Continuous Evaluation indicates the process of assessing the practical work related to Core and Optional papers prescribed in the curriculum continuously to award marks/grades on the basis of an assessment Criteria. The total marks of CE for each paper should be the sum of marks for various tasks specified in the paper.



- *Reflective Journal*:—A student-teacher generated locally standardized daily log book maintained under the supervision of the mentors is visualized as a Reflective Journal (RJ). The RJ can act as a document that carries an analytical account of the daily experiences of Student-Teachers during Practice-Teaching. The major purpose of the Reflective Journal is Reflection on-Action. During Practice-Teaching the RJ depicts how different aspects of teaching are interconnected. Analysis and comments on the theory- practical integration, the nature and extend of support-system utilization, process analysis of success and failure management, inference and projection of future course of correction and development actions etc. can function as elements in the design of the Reflective Journal.

The above revised regulations relating to B.Ed. Degree Course (2013 Scheme) was laid before the Senate at its meeting held on 26th November, 2013 as envisaged under section 39(1) of the Kerala University Act, 1974 and was declared as passed for adoption.

(3)

No. Acad. L/R/2628/2013.

15th January 2014.

**REGULATIONS RELATING TO M.Ed. SPECIAL EDUCATION (MENTAL RETARDATION)  
DEGREE COURSE (2013 ADMISSION ONWARDS)**

The Academic Council at its meeting held on 22nd May 2013, approved the Regulations relating to M.Ed. Special Education (Mental Retardation) Degree Course for implementation from the academic year 2013-2014 as approved by the Board of Studies in Education (PG) and Faculty of Education.

**Regulations of the M.Ed. Degree Course in Special Education  
(Mental Retardation) 2013**

**1. Eligibility for Admission**

Admission for the degree of M.Ed. Special Education (Mental Retardation) shall be open to:

- 1.1. Candidates who have passed B.Ed. Special Education (Mental Retardation) from the University of Kerala or its equivalent degree from other Universities recognized by the University of Kerala, with a minimum of 50% marks.

OR

Candidates who have passed B.Ed. Degree with minimum of 50% marks from the University of Kerala or its equivalent degree from other Universities recognized by the University of Kerala, and Diploma/ Post-Graduate Diploma/Post Graduate Degree in Special Education (Mental Retardation) with minimum 50% marks or equivalent grade, recognized by the Rehabilitation Council of India.

- 1.2. Relaxation of 5% marks for the SC/ST candidates and 2% marks for SEBC candidates shall be allowed.
- 1.3. Candidates shall satisfy all the academic eligibility requirements at the time of notification for admission. No rounding off of the percentage of marks is allowed.

**2. Mode of selection and weightage of marks**

- 2.1 The total marks obtained for the B.Ed. Special Education (Mental Retardation) from Kerala University (out of 1000) shall be the basis for selection. If the total mark is not out of 1000, it shall be converted into 1000 using the formula  $[(\text{total marks}/\text{maximum marks}) \times 1000]$  and round the value to nearest integer.
- 2.2 Weightage of 10 marks shall be given to candidates if their qualifying Degree, ie. B.Ed/B.Ed. in Special Education (MR), is from University of Kerala.
- 2.3 Weightage of 15 marks for first class with distinction and 10 marks for first class and 5 marks for second class shall be given for the PG Degree in any subject. In case of having multiple PG Degrees, the candidate can avail the benefit by mentioning the most beneficial PG Degree.
- 2.4 Weightage of 1 mark shall be given for every completed 6 months of teaching experience, subject to a maximum of 10 marks. No weightage shall be given to teaching experience of duration less than 6 months. Service Certificate countersigned by AEO/DEO/DDCE/DHSE/DVHSE shall be submitted along with the application.

### 3. Reservation of Seats

The number of seats under open and community merit at various colleges shall be made on the basis of the criteria stipulated by the University of Kerala. 3% of the total seats shall be reserved for the physically challenged candidates. If the number of seats does not warrant allocation of the stipulated seat every year, it may be given on the basis of year wise rotation depending on the number of seats.

### 4. Attendance

4.1 A candidate shall be permitted to register for the examination only if he/she has a minimum of 75 % attendance for each semester.

4.2 Students who secure the minimum attendance of 75% in the first semester and register for the University Examination alone can continue in the second semester.

### 5. Re-admission

Those candidates who discontinue the course for valid reasons can be given the provision of re-admission as long the scheme exists, with prior order of the University of Kerala. If the scheme gets elapsed, such candidates may repeat the course from the First Semester by taking re-admission, if otherwise eligible.

### 6. Transitory Regulations

Whenever a course or scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be conducted according to the old syllabus/regulations. Candidates not appearing at the examinations or failing in them shall repeat the entire course from the beginning as per the revised syllabus and regulations.

The above Regulations relating to M.Ed. Special Education (Mental Retardation) Degree Course for implementation from the academic year 2013-2014 was laid before the Senate at its meeting held on 26th November, 2013 as envisaged under section 39(1) of the Kerala University Act, 1974 and was declared as passed for adoption.

(4)

No. Academic L/R/2630 A/2013.

15th January 2014.

#### REVISED REGULATIONS RELATING TO M.TECH. DEGREE PROGRAMME (2013 SCHEME)

The Academic Council at its meeting held on 22nd May 2013, approved the revised Regulations of M.Tech. degree programme (2013 scheme) to be implemented with effect from 2013 admissions, as per the recommendations of the Faculty of Engineering and Technology.

#### **Revised Regulations for the M.Tech Degree Programme (2013 Scheme)**

##### **1.0 General**

The duration of M.Tech degree course is two academic years comprising of four semesters. The duration is counted from the date of commencement of the first semester of the course. Credit system is adopted for the course. A minimum of 69 credits have to be secured by the student for eligible to be awarded with the degree.

##### **2.0 Eligibility**

1. The candidate should have B.Tech. Degree in the appropriate branch (as specified in the annexure to this document) of Kerala University or B.Tech. Degree of another University approved and recognized as equivalent by the Kerala University.



2. The candidate should have a minimum CGPA of 6.0 in a 10 point scale. If the candidate obtained the B. Tech. degree from a University where credit system was not followed, he/she should have a minimum of 60% aggregate marks and where the credit system was followed, absolute marks will not be considered for selection.
3. Candidates who have passed AMIE/AMIETE Examination and satisfying the following conditions are also eligible for admission to M. Tech. courses in Institutions under University of Kerala.
  - (a) They must have a valid GATE score.
  - (b) A minimum mark of 55% for section B in AMIE/AMIETE Examinations.
  - (c) Minimum 3 years of professional experience in the field of specialization after acquiring the qualification.
4. The list of relevant branch(es) of B.Tech. Degree to be considered as the qualifying degree for each specialisation in the M.Tech. program will be as in Annexure A to this document.

### 3.0 Structure of the M.Tech. Programme

- 3.1 The programme will span for semesters, each semester with a minimum of 75 working days. The academic programme in each semester will consist of course work and/or thesis work as specified for each specialisation. The total contact hours is normally about 30 hours per week including departmental assistance.
- 3.2 The programme of instruction for each stream of specialization will consist of
  - (i) Core courses
  - (ii) Elective courses
  - (iii) Seminars
  - (iv) Laboratory work
  - (v) Thesis work
- 3.3 The academic programme in each semester will consist of course work and/or thesis work as specified for each specialisation. Every stream of specialization in the programme will have a scheme and syllabus for the courses. The Scheme shall be so drawn up that the minimum number of credits for successful completion of the M. Tech. programme of any stream is 69.
- 3.4 The first and second semester lecture based theory subjects will have common end semester examinations conducted by the University, whereas the theory subjects for the third semester will have end of semester examinations conducted by the individual institutions. The Laboratory, Seminar, Thesis-Preliminary Part I, Thesis-Preliminary Part II and course on Research Methodology will only have internal examinations.
- 3.5 Credits will be assigned to the courses based on the following general pattern as given in the Table 1.

**Table 1: Distribution of credits for various course work**

Course work	Weekly hours	Credits allotted
Theory subject	3	3
Seminar	2	2
Laboratory	2	1
Thesis-Preliminary Part I	2	2
Thesis-Preliminary Part II	15	5
Thesis	21	12

3.6 A student will have to register in all the core courses listed in the scheme and syllabus of his/her selected area of specialisation and successfully complete all of them. He/she has to register for the elective courses from the list of courses offered by the Department in that particular semester in consultation with the course co-ordinator.

3.7 The medium of instruction, on examination seminar and project reports will be in English.

#### **4.0 Content of the Course Work**

##### **4.1 Semester I:**

The students has to credit six theory courses. All these courses will be core courses out of which one will be from the area of Applied Mathematics.

##### **4.2 Semester II:**

The student has to credit six theory courses. One Seminar one Laboratory and Thesis- Preliminary Part I in this semester. Among the six theory subjects, two would be the core subjects offered by the Stream concerned; two would be Stream Electives, one would be a Department Elective and the remaining one would necessarily be a core course on Research Methodology. Stream and Department electives are to be selected from the electives listed in the scheme and syllabus for each stream.

For the Thesis-Preliminary Part I the student is expected to start the preliminary background studies towards the thesis by conducting a literature survey in the relevant field.

He/she should broadly identify the area of the Thesis work, familiarize with the design and simulation tools required for the Thesis work and plan the experimental platform, if any, required for thesis work. The student will submit a detailed report of these activities at the end of the semester.

##### **4.3 Semester III:**

The student has to credit two subjects from the group of Elective Listed for the Semester concerned and a Non-Departmental Inter-Disciplinary core course. The Inter-Disciplinary course has to be selected from the list of Inter-Disciplinary courses offered by another department in consultation with the course Coordinator. Each department will announce the list of Inter-Disciplinary courses offered from among the common list of interdisciplinary courses for the M. Tech. programme.

Thesis-Preliminary Part II comprises of a preliminary thesis work, two seminars and submission of thesis preliminary report. The first seminar would highlight the topic, objectives and methodology and the second seminar will be presentation of the work they have completed till the semester and scope of the work which is to be accomplished in the fourth semester mentioning the expected results.

##### **4.4 Semester IV:**

The fourth semester is entirely devoted for the thesis work. There would be an interim presentation at the first half of the semester to evaluate the progress of the work and at the end of the semester there would be a Pre-Submission seminar before the Evaluation Committee for assessing the quality and quantum of the work. This would be the qualifying exercise for the students for getting approval from the Department Committee for the submission of Thesis. At least one technical paper is to be prepared for possible publication in Journals/Conferences. The final evaluation of the Thesis would be conducted by the board of examiners constituted by the University including the Guide and an external examiner.

##### **4.5 Industrial Training/Internship:**

Those candidates who wish to take up industrial training/internship with any industry can do so after obtaining permission from Principal without affecting the regular course work, at the end of third semester.

The distribution of credits for the course work is given in Table 2.

**Table 2: Distribution of credits among the Semesters**

<i>Semester</i>	<i>Course work content</i>	<i>Total credits allotted</i>	<i>Total credits Allotted semester wise</i>
I	6 Theory Subjects	$6 \times 3 = 18$	21
	Seminar	$1 \times 2 = 2$	
	Laboratory-I	$1 \times 1 = 1$	
II	6 Theory Subjects	$(2 \times 3) + (2 \times 3) +$	22
	-2 Core subjects, 2 Stream Electives,	$(1 \times 3) + (1 \times 2)$	
	1 Department Elective and a Course on	$= 17$	
	Research methodology		
	Laboratory-II	$1 \times 1 = 1$	
III	Seminar	$1 \times 2 = 2$	14
	Thesis Preliminary Part I	2	
	2 Theory Subjects (Stream Electives)	$2 \times 3 = 6$	
	1 Non-Department Elective (Interdisciplinary Elective)	$1 \times 3 = 3$	
	Thesis Preliminary Part II	5	
IV	Thesis	12	12
	<b>Total Credits in all four semesters</b>		<b>69</b>

**5.0 Details of committees for approval and course work contents:**

The entire academic matters relating to the PG programme will be managed by the Principal of the respective institutions.

**5.1 Academic Committee:**

The Academic Committee for PG Courses of the concerned institution will comprise of (i) Principal (ii) Heads of all Departments offering P.G. Courses and (iii) P.G. Co-ordinator in the various departments.

**5.2 Course coordinator:**

Each Department will have a Professor as Course Coordinator for each M.Tech. Programme. The responsibilities of the Course Coordinator are

1. To supervise and coordinate the activities of the particular course.
2. To guide and advice the students in all academic matters.

To keep a record of the academic activities of students registered for the particular M.Tech. programme.

**5.3 P.G. Co ordinator:**

In the departments where more than one M.Tech. programmes are offered, one Professor will act as the P.G. Coordinator for coordinating the academic activities in the department for the P.G. courses.

**5.4 Department Committee:**

Each Department of every institution offering P.G. Course will have a Department Committee to look after the P.G Courses. This Committee will consist of (i) Head of the Department (ii) The Course coordinator of each stream and (iii) The P.G. Coordinator (iv) One faculty member nominated by the Head of the Department. The Department committee will finalise the semester results for each stream.

### 5.5 *Evaluation Committee:*

Each department of every institution offering PG Courses will constitute evaluation committees to evaluate seminars, projects, pre-submission seminar for the Thesis etc. consisting of at-least three faculty members. The internal guide and another expert in the area of specialisation shall be the two essential members of this committee.

### 5.6 *Class Committee:*

Class committees will be relevant for each department offering the P.G. course in every college. Branch-wise class committees will be constituted by the Heads of the Department as follows:

- (i) Teachers offering courses for the particular course.
- (ii) One Professor preferably not offering courses for the class as Chairman.
- (iii) One student member.
- (iv) Course Coordinator-Ex-Officio Member.

#### 5.6.1 The basic responsibilities of the class/course committee are:

- (i) To review periodically the progress of the classes to discuss problems concerning curricula and Syllabi and the conduct of the classes.
- (ii) The type of assessment for the course will be decided by the teacher in consultation with the class committee and will be announced to the students at the beginning of the semester.

### 6.0 **Facility for Students to do Thesis work outside the parent institute:**

As far as possible the students shall be encouraged to do their thesis work in the parent institute itself. However if found essential, they may be permitted for continuing their thesis in the IV semester outside the parent Institute with the approval of the Department Committee and Principal. For students who are availing this facility, the following conditions are to be observed.

The student has to get prior approval from the Department Committee and Principal in the third semester itself, for availing this facility as well as choice of the Institution/Industry/R&D organization with which the student is associated for continuing his/her thesis work. They have to get this approval in the third semester itself.

1. If they are doing their thesis work in an Educational Institute then the Institute is to be preferably an institution of national repute like IITs IISc NITs etc.
2. Students availing this facility should continue as regular students of the parent institute itself.
3. They should have an external as well as an internal guide. The internal guide should belong to the parent institution and the external guide should be from the Institution/Industry/R&D organization with which the student is associated for doing the thesis work.
4. The student also has to furnish a certificate from the external guide stating the willingness to supervise the thesis work through the Institution/Industry/ R&D organization with which the student is associated for his/her thesis work and has to submit the same to the Department Committee.
5. The student has to furnish his/her monthly progress as well as attendance report signed by the external guide and submit the same to the concerned Internal guide.
6. The external guide and the internal guide are to be preferably present during all the stages of evaluation of the thesis work. In case the external guide is not present, the internal guide can alone take the responsibility of conducting the evaluation.

## 7.0 Registration and Enrolment :

- 7.1 For the first semester every student has to enroll and register for the courses he/she intends to under go on a specified date notified to the students. The concerned Course Coordinator will guide the students in the registration process.
- 7.2 For the subsequent semesters, registration for the courses will be done by the Course Coordinator during a specified week before the end semester examination of the previous semester. The registration form will give details of the core and elective courses, project and seminar to be taken in a semester with the number of credits. The student should consult his/her Course Coordinator for the choice of courses. The registration form is then filled and signed by the student and the Course Coordinator.
- 7.3 From the second semester onwards, all students have to enrol on a specified day at the beginning of a semester. A student will become eligible for enrolment only if he/she satisfies requirements specified in Section 8.0 and in addition he/she has cleared all dues to the Institute. Hostel and the Library up to the end of the previous semester and also he/she is not debarred from enrolment by the Principal.
- 7.4 In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. Normally a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.

### 7.5 *Maximum Duration of the programme:*

A student is ordinarily expected to complete the M.Tech. programme in four semesters.

In case of students who do not complete their thesis work by the end of fourth semester, they will be permitted to submit the report within six months. The student has to keep the registration live till the time of submission of thesis by paying the registration fees. Under no circumstances students would be permitted to spend more than three years to complete the course work and five years for the total programme including the thesis work from the date of admission to the programme.

### 7.6 *Discontinuation from the Programme:*

Students may be permitted to discontinue the programme and take up a job provided they have completed all the course work. Students desirous of discontinuing the their programme at any stage in the fourth semester with the intention of completing the thesis at a later date, should seek and obtain the permission of the Principal before doing so. When students are taking up the thesis work at a later period they have to satisfy the following requirements.

- (i) The student has to get prior approval from the Principal for rejoining their parent institution for doing their thesis work.
- (ii) The students should take full time leave from the organisation where they work, for one semester. The permission of the employer to continue studies with full time leave for one semester should be submitted to the University while applying for readmission for completing the thesis.
- (iii) Upon readmission, the student has to get enrolled in the concerned department of the parent institute by remitting the required fee.

## 8.0 Attendance

- 8.1 The percentage of attendance for each subject will be calculated upto the last day of instruction and this will be indicated in the grade card by a code number/letter as follows:

<i>Attendance Rounded to</i>	<i>Code</i>
95% and above	H
85 to 94%	9
75 to 84%	8
Below 75%	W

- 8.2 Those students with the percentage of attendance for the entire semester for all courses put together is less than 75% will not be permitted to register for the end semester examination in that semester. In such cases the registration for that semester will be treated as cancelled and he/she should register for and repeat the entire semester by taking readmission from the University. The particulars of all students who have attendance less than 75% in the semester will be announced by the Head of the Departments concerned within 7 days of closure of the semester.
- 8.3 A candidate is eligible for condonation of shortage of attendance only once in the entire programme subject to the conditions given below.
- (i) The conduct and progress must be good as certified by the Principal.
  - (ii) Condonation will be granted if he/she has secured not less the 60% of attendance.
  - (iii) By the recommendation of the head of the institution, the condonation shall be granted by the University subject to rules and procedures prescribed by the University from time to time.
- 8.4 If a student is continuously absent for more than 15 working days without any authorization by the Course Coordinator, his/her registration would automatically get cancelled.

#### **9.0 Leave Rules**

- 9.1 All M.Tech. students should apply to the Head of the Department for leave stating the reasons whenever they are not in a position to attend course/thesis work.
- 9.2 Students are eligible for leave of 20 days in a year which will be regularized 15 days per semester. The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays.

#### **10.0 Evaluation Process:**

In the first, second and the third semesters, all the subjects to be credited are evaluated through continuous internal assessment and end semester examinations. For the all the lecture based courses in the first semester and all lecture based courses except the Research Methodology course in the second semester the end of semester examination will be conducted by the University. For all the courses in third semester, for the Research Methodology in the second semester and for the Laboratory/Seminar/Thesis Preliminary Part I and II the end of semester examination will be conducted by the respective Colleges. The Chairman/chairperson for University Examinations will be appointed by the University and selected from among the senior faculty members having specialization in concerned engineering discipline from Government/Aided Engineering Colleges.

##### *10.1 Assessment Procedure: Tests and Examinations*

For theory subjects, internal continuous assessments will be made during the semester. The assessment details as decided at the class committee will be announced to the students right at the beginning of the semester by the teacher. There will be a minimum of two tests and two assignments per subject.

- 10.2 The Seminars, Thesis Preliminary and Laboratory work will be evaluated by the Evaluation Committee. For the Thesis Preliminary the students are required to submit a report of the literature survey/work done/progress and present the contents of the report before the committee which will be evaluated by the committee. The laboratory work will be evaluated by the staff member/(s) concerned.
- 10.3 The internal evaluation of the Thesis in the IVth Semester would be done by the Evaluation Committee. Final evaluation of Thesis would be conducted by the guide and an Examiner from outside the College appointed by the University of Kerala.

##### *10.4 End Semester Examination for theory subjects*

- 10.4.1 The question paper will be of modular structure (three modules, in total) where the student has to answer two questions out of the three questions from each module. Question papers in theory subjects, where end of semester examination is common University examinations, shall be set by the Examiners appointed for that purpose by the University.



10.4.2 There shall be double valuation of theory papers for which end of semester examinations are conducted by the University. The theory answer papers shall be valued independently by the two examiners appointed by the University. If the difference between the marks awarded by the two Examiners is not more than 15 per cent. of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations. If the difference between the marks awarded by the two Examiners is more than 15 per cent. of the maximum marks, the Script shall be evaluated by a third Examiner. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging.

10.4.3. The question paper for the end of semester examination conducted by University will be scrutinized by a committee appointed by the University and the question paper for subjects having examination conducted by the respective colleges, will be scrutinized by a committee appointed by the concerned Department.

#### 10.5 Scheme of Evaluation

The following will be the scheme of evaluation for the different courses.

(a) Theory subjects

Continuous assessment	..	40 % (25% for Tests + 15% for Assignments)
End semester examination	..	60 %

(b) Laboratory/Seminar

Continuous assessment	..	100%
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(c) Thesis-Preliminary Part I (Semester II)

Internal assessment of work by the guide	..	50%
Internal Evaluation by Committee	..	50%

(d) Thesis-Preliminary Part II (Semester III)

Internal assessment of work by the guide	..	50%
Internal Evaluation by Committee	..	50%

(e) Thesis (Semester IV)

Internal assessment of work by the guide	..	25%
Internal Evaluation by Committee	..	25%
Final Evaluation by Internal and External Examiner	..	50% ( 5% marks is for publication in Journal/Conference)

#### 10.6 Methods of Awarding Grades

10.6.1 A student is awarded a letter grade in each course he/she has registered for, indicating his/her overall performance in that course. There are seven letter grades S, A, B, C, D, F and I. The correspondence between grades and points (on a 10-point scale) rating is given below:

<i>Range of percentage of Marks</i>	<i>Letter Grade</i>	<i>Points</i>
90 - 100	S	10
80 - 89	A	9
70 - 79	B	8
60 - 69	C	7
50 -59	D	6
Below 50	F	0
Incomplete	I	

**10.7 Criteria for Pass in a course and acquiring credit**

- 10.7.1 For the lecture based courses having end of semester examinations, a student is deemed to have completed a course successfully and earned the credit if he/she secures a letter grade D or higher and has secured a minimum of 50% marks in the end of Examination. A course successfully completed cannot be repeated. A letter grade F in any subject implies failure in that subject.

For Seminar/Laboratory/Thesis Preliminary (where the evaluation is completely internal assessment), the student has to acquire a letter grade D or higher. If he/she fails to obtain this minimum grade, he/she has to repeat the Seminar/Laboratory/Thesis Preliminary with respect to that course with permission from the University in the subsequent semesters for the successful completion.

- 10.8 A student securing F or I grade in any core course has to reappear for the examination for the same course in the subsequent chances. If it is an elective course, the student has the option to reappear for the examination in the same course or to change the elective course in which case he/she has to repeat the course work with respect to the new elective course. A student will be given only three consecutive chances for reappear and retrieve the credits in this manner.

**10.8 Grade Card**

- 10.8.1 The grade card will be issued at the end of the semester to each student by the University. It will contain the following details:

- (i) the credits for each course registered for that semester
- (ii) performance in each subject by the letter grade obtained vide 10.6.1
- (iii) the attendance put in each course in the form of the code vide 8.1
- (iv) the total number of credits earned by the student upto the end of that semester.
- (v) Grade Point Average (GPA) of all the courses taken during a semester if he successfully completed all the courses in that semester.
- (vi) the Cumulative Grade Point average (CGPA) of all the courses taken from the first semester is shown in the final semester grade card.

- 10.8.2 The Grade Point Average (GPA) will be calculated by the formula.

$$GPA = \frac{\sum (C \times GP)}{\sum C}$$

where C = Credit for the course, GP = the grade point obtained for the course and the sum is over all the courses taken in that semester.

For the Cumulative Grade Point average (CGPA) a similar formula is used except that the sum is over all the courses taken in all the semesters completed upto the point in time.

$$CGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

where m is the number of courses registered upto that semester  $C_i$  is the number of credits allotted to 1st subject as per the scheme and  $G_i$  is the grade point corresponding to the grade awarded to the student for the subject.

**10.9 Classification Degree**

The student will be eligible for the award of the degree on completion of the mandatory requirements of 69 credit, obtaining at least 'D' grade in each subject and a CGPA of 6.0. A student will be placed in First Class with Distinction if he/she scores  $CGPA > 8.5$ . He/she will be placed in First Class if  $CGPA \geq 7$  but less than 8.5.

**11.0 Provision to include a new elective**

Normally the revision of the scheme and syllabus is to take place in every 5 years. But to keep the syllabus in tune with the new and emerging technology trend, a new elective course can be introduced after obtaining the approval of the University. The syllabus of the proposed course has to be approved before the commencement of the semester in

which the course is proposed.

### 12.0 Part Time program

The part time M Tech program will be of seven semesters (three and a half years). The courses, contents, syllabus and evaluation process will be same as that of regular program. The first semester of the regular program will be split into the 1st and 3rd semesters. The second semester of the regular program will be split into 2nd and 4th semesters. The third semester of the regular program will be same as the Vth semester. The staggered scheme for the part time programme is shown below. The scheme will be split as shown below.

<b>Courses</b>				
<i>Semester</i>	<i>Core Courses</i>	<i>Electives</i>	<i>Lab/ Seminar/ Thesis</i>	<i>Remarks</i>
I	3 Core courses	..	Lab-1	I Semester of regular programme
II	2 Core courses	Stream Elective I	Lab 2	II Semester of regular programme
III	3 Core courses		Seminar I	I Semester of regular programme
IV	Research methodology	Department Elective Stream Elective II	Seminar 2 Thesis Preliminary 1	II Semester of regular programme
V		Stream Elective III and IV inter Disciplinary Elective	Thesis Preliminary II	III Semester of regular programme
VI	Thesis			IV Semester of regular programme
VII				

### 13.0 Revision of Regulations

Notwithstanding all that has been stated above the University has the right to modify any of the regulations, scheme of studies, examinations and syllabi from time to time.

The above revised Regulations relating to M.Tech. Degree Programme (2013 Scheme) was laid before the Senate at its meeting held on 26th November, 2013 as envisaged under section 39(1) of the Kerala University Act, 1974 and was declared as passed for adoption.

#### ANNEXURE A

#### M. Tech Programme under University of Kerala Academic Eligibility for Admission

<i>Branch</i>	<i>Sl. No.</i>	<i>Specialization for M. Tech</i>	<i>Eligibility for Admission</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)
Civil	1	Geotechnical Engineering	Degree in Civil Engineering	
	2	Structural Engineering	Degree in Civil Engineering	
	3	Hydraulics Engineering	Degree in Civil Engineering	
	4	Environmental Engineering	Degree in Civil/Chemical/Mechanical/ Mechanical Stream Automobile/Mechanical Stream Production Engineering	
	5	Traffic & Transportation Engineering	Degree in Civil Engineering	
	6	Geo Informatics	Degree in Civil Engineering	
	7	Structural Engineering and Construction Management	Degree in Civil Engineering	

(1)	(2)	(3)	(4)	(5)
Mechanical	1	Thermal Science Engineering	Degree in Mechanical Automobile/ Mechanical Production Engineering/ Industrial Engineering	
	2	Machine Design Engineering	Degree in Mechanical Automobile/ Mechanical Production Engineering/ Industrial Engineering	
	3	Propulsion Engineering	Degree in Mechanical/ Mechanical Automobile/Mechanical Production Engineering/Industrial Engineering	
	4	Industrial Engineering	Degree in Industrial/Mechanical/ Production/Automobile/Mechanical Stream Auromobile/Mechanical Stream production Engineering	
	5	Industrial Refrigeration & Cryogenic Engineering	Degree in Industrial/Mechanical/ production/Automobile/Mechanical Stream Auromobile/Mechanical Stream production Engineering	
	6	Computer Integrated Manufacturing	Degree in Mechanical/ Production/ Industrial/Automobile Engineering	
Electrical Engineering	1	Electrical Machines	Degree in Electrical & Electronics Engineering	
	2	Power Systems	Degree in Electrical & Electronics Engineering	
	3	Control Systems	Degree in Electrical & Electronics Engineering	
	4	Guidance & Navigational Control	Degree in Electrical & Electronics Engineering	
	5	Industrial Instrumentation and Control	Degree in Electrical & Electronics Engineering	
	6	Power Control & Drives	Degree in Electrical & Electronics Engineering	
Electronics and Communication Engineering	1	Signal Processing Engineering	Degree in Applied Electronics & Instrumentation/Electronics & Communication Engineering	
	2	Microwave & Television Engineering	Electronics & Communication Engineering/ Degree in Applied Electronics & Instrumentation	
	3	Telecommunication Engineering	Degree in Electronics & Communication Engineering	
	4	Applied Electronics & Instrumentation Engineering	Degree in Applied Electronics & Instrumentation/ Instrumentation & Control/ Biomedical Instrumentation/ Electronics & Biomedical Engineering/ Electronics & Instrumentation/ Instrumentation Engineering / Electronics and Communication Engineering	
	5	Embedded System	Degree in Applied Electronics & Instrumentation/ Electronics & Communication Engineering/ Computer Science/ Electrical & Electronics Engineering	

(1)	(2)	(3)	(4)	(5)
Computer Science	1	Information Technology with specialization in Network Engineering	B. Tech. Degree in Computer Sciences/ Information Technology/Computer Engineering/Electronics & Communication Engineering	
	2	Computer Science & Engineering	B. Tech. Degree in Computer Sciences/ Information Technology/Computer Engineering	
	3	Information Security	B. Tech. Degree in Computer Sciences/ Information Technology/Computer Engineering	
Biotechnology	1	Biotechnology and Biochemical Engineering with specialization in Molecular Medicine	B. Tech. in Biotechnology/Chemical Engineering/B. Pharm.	

(5)

No. Academic L/R/2630B/2013.

15th January 2014.

**REVISED REGULATIONS RELATING TO M.ARCH AND M.PLANNING DEGREE PROGRAMME (2013 SCHEME)**

The Academic Council at its meeting held on 22nd May 2013 approved the revised Regulations of M. Arch and M. Planning Degree Programme (2013 Scheme) to be implemented with effect from 2013 admissions, as per the recommendations of the Faculty of Engineering and Technology.

**Revised Regulations for The M. Arch and M. Planning Degree Programme (2013 Scheme)****1.0 General:**

The duration of the M. Planning/M. Arch Degree Course for 2 academic years comprise of 4 semesters. Duration is counted from the date of commencement of the first semester of the courses. Credit system is adopted for the course. A minimum of 75 credits have to be secured by the student to be awarded with the degree.

**2.0 Eligibility**

1. The candidate should have Bachelors Degree in the appropriate branch (as specified in the annexure to this document) of Kerala University or Bachelors Degree of another University approved and recognized by the Kerala University.
2. The candidate should have a minimum CGPA of 6.0 in a 10 point scale. If the candidate obtained the B. Arch/ B. Plan/B. Tech Degree in Civil Engineering Degree from a University where credit system was not followed, he/she should have a minimum of 60% aggregate marks and where the credit system was followed, absolute marks will not be considered for selection.
3. Candidates who have passed AMIE/AMIETE/AIIA Examination and satisfying the following conditions are also eligible for admission to M. Planning/M. Arch. Courses in Institutions under University of Kerala.
  - (a) They must have a valid GATE score
  - (b) A minimum mark of 55% for section B in AMIE/AMIETE Examinations
  - (c) Minimum 3 years of professional experience in the field of specialization after acquiring the qualification.
4. The list of relevant branch (es) of B. Arch/B. Tech/B. Plan degree to be considered as the qualifying degree for each specialisation in the M. Planning/M. Arch programme will be as in Annexure A to this document.

**3.0 Structure of the M. Planning/M. Arch Programme**

- 3.1 The programme will span four semesters, each semester with a minimum of 75 working days. The academic programme in each semester will consist of course work and/or thesis work as specified for each specialisation. The total contact hours is normally about 30 hours per week including the departmental assistance.

3.2 The programme of instruction for each stream of specialisation will consist of

- (i) Core courses
- (ii) Elective courses
- (iii) Design Studio
- (iv) Dissertation
- (v) Practical Training
- (vi) Thesis work

3.3 The academic programme in each semester will consist of course work and thesis work as specified for each specialization. The scheme is so drawn up that the minimum number of credits for successful completion of the M. Planning/M. Arch programme is 75.

3.4 The first and second semester lecture based theory subjects will have common end of semester examinations conducted by the University, whereas the theory subjects for the third semester will have end of semester examinations conducted by the individual institutions. Dissertation, Practical training and course on Research Methodology will only have internal examinations. The Planning/Design Studios I, II and III will have end semester evaluation by a jury. The evaluation jury for this will consist of an internal faculty member and an external expert in the respective field of specialization. The final viva-voce examination for the Thesis in the fourth semester will be conducted by the University.

3.5 Credits will be assigned to the courses as given in the Table 1.

Table 1: Distribution of Credits for various course work

<i>Course work</i>	<i>Weekly Hours</i>	<i>Credits Alloted</i>
Theroy Subject	3	3
Design Studio	14-16	7-8
Dissertation	3	3
Practical Training	..	2
Research Methodology	2	2
Thesis	24	12

3.6 A student will have to register in all the core courses listed in the scheme and syllabus of his/her selected area of specialization and successfully complete all of them. He/she has to register for the Elective courses from the list of courses offered by the Department in that particular semester in consultation with the course co-ordinator.

3.7 The medium of instruction, examination, seminar and project reports will be in English.

#### **4.0 Content of the Course Work**

##### *4.1 Semester I:*

The student has to credit 4 Theory subjects and Planning/Design Studio-I in the first semester. All the theory subjects will be core subjects of which one will be mathematics related subject. Seminars are integrated into the Planning/Design Studio.

The Planning/Design Studio-I have to be completed as group work/individual work and will be evaluated by the staff member's concerned.

##### *4.2 Semester II:*

The student has to credit 4 theory subjects and Planning/Design Studio-II in this semester. Among the 4 theory subjects, one would be a core subject, one would be stream elective one would be departmental elective and the other a compulsory course on Research Methodology. Stream and departmental electives are to be selected from the list of electives for each department. Seminars are integrated into the Planning/Design studio.

The Planning/Design Studio-II has to be completed as group work/individual work and will be evaluated by the staff member/s concerned.



#### 4.3 Semester III:

The student has to credit 3 theory subjects. Dissertation and Planning/Design Studio-III. One theory would be a core subject the second would be a stream Elective to be selected from the list of stream electives and the other would be an inter-disciplinary course. The inter-disciplinary course has to be selected from the list of Inter-Disciplinary courses offered by another department in consultation with the Course Co-ordinator. Each Department will announce the list of Inter-Disciplinary courses offered, from among the common list of Inter-Disciplinary courses offered for the programme.

Prior to the start of the third semester the students have to undergo practical training of minimum duration of two weeks and that would be evaluated and credited in the third semester. The dissertation will provide the students an opportunity to undertake research work on a topic relevant to their field of specialisation. The Planning/Design Studio-III has to be completed as group work/individual work and will be evaluated by the staff member/s concerned.

#### 4.4 Semester IV:

In the fourth semester there will be one core subject and thesis work. Throughout the semester evaluation of the progress of the thesis work would be done to assess the quality and quantum of the thesis work by the Evaluation Committee. At least one technical paper is to be prepared for possible Publication in Journals Conferences. The final Evaluation of the Thesis would be conducted by the board of Examiners constituted by the University including the Guide and an external examiner.

#### 4.5 Seminar

The seminars are integrated with the Planning/Design Studio I, II and III. Out of the total internal marks for the studio, 15% is allocated for the seminar reviews. The seminar reviews shall be conducted by a committee consisting of the concerned Studio faculty/faculties and an expert (as per availability) from the industry. The student shall select the topic relevant to their area of specialization and with approval from the faculty/faculties in charge. There will be two reviews based on seminar presentations and this shall be followed by a technical paper submission of the seminars taken.

#### 4.6 Dissertation

The dissertation will provide the students an opportunity to undertake research work on a topic relevant to their field of specialisation. Each student would be allotted guide who will guide and periodically evaluate the progress of the study. At the end of study the student has to submit two copies of the report of the study undertaken. There shall be a final evaluation by a committee consisting of an internal faculty and an external expert.

The distribution of credits for the course works is given in Table 2.

**Table 2: Distribution of credits among the Semesters**

<i>Semester</i>	<i>Course work content</i>	<i>Total credits allotted</i>	<i>Allotted credits semester wise</i>
I	4 Theory Subjects	$4 \times 3 = 12$	19
	Planning/Design Studio-I	$1 \times 7 = 7$	
II	4 Theory Subjects-1 Core subject, 1 Stream	$1 \times 3 + 1 \times 3 +$	19
	Elective, 1 Departmental Elective and	$1 \times 3 + 1 \times 2$	
	compulsary course on	$= 11$	
	Research Methodology		
	Planning/Design Studio-II	$1 \times 8 = 8$	
III	1 Theory Subjects (Core)	$1 \times 3 = 3$	22
	1 Theory Subjects (Stream Elective)	$1 \times 3 = 3$	
	1 Non-Department Elective (Interdisciplinary Elective)	$1 \times 3 = 3$	
	Planning/Design Studio-III	$1 \times 8 = 8$	
	Dissertation	$1 \times 3 = 3$	
	Practical Training	$1 \times 2 = 2$	
IV	Thesis	$1 \times 12 = 12$	15
	1 Theory Subject (Core)	$1 \times 3 = 3$	
<b>Total Credits in all four semesters</b>			<b>75</b>

## 5.0 Details of committees for approval and course work contents

The entire academic matters relating to the P G programme will be managed by the Principal of the respective institutions.

### 5.1 Academic Committee:

The Academic Committee for PG Courses of the concerned institution will comprise of (i) Principal (ii) Heads of all Departments offering P. G. Courses and (iii) P. G. Co-ordinator in the various departments.

### 5.2 Course Co-ordinator

Each Department will have a Professor as Course Co-ordinator for each PG programme. The responsibilities of the Course Coordinator are:

1. To supervise and co-ordinate the activities of the course.
2. To guide and advice the students in all academic matters.
3. To keep a record of the academic activities of students registered for the programme.

### 5.3 P. G. Co-ordinator

In the departments where more than one M. Planning/M. Arch programmes are offered one Professor will act as the P. G. Co-ordinator for co-ordinating the academic activities in the department for the PG courses.

### 5.4 Department Committee

Each department of every institution offering PG Course will have a department committee to look after the P. G. Courses. This committee will consist of (i) Head of the Department (ii) The Course Co-ordinator of each stream and (iii) The PG Co-ordinator (iv) One faculty member nominated by the Head of the Department. The Department committee will finalise the semester results for each stream.

### 5.5 Evaluation Committee

Each department has to constitute an evaluation committee to evaluate Practical Training, Dissertation and Thesis. Practical Training will be evaluated by two member committee from internal faculty. The Dissertation shall be evaluated by a committee consisting of an internal faculty and an external. The thesis will have three stage evaluations by a committee consisting of the guide, an internal faculty and an external. The external appointed to evaluate the Dissertation and the Thesis shall be an expert in the area of specialisation.

### 5.6 Class Committee

Class committees will be constituted by the Heads of the Department as follows:

- (i) Teachers offering courses for the particular course.
- (ii) One Professor preferably not offering courses for the class as Chairman
- (iii) One student member
- (iv) Course Co-ordinator Ex-Officio Member

#### 5.6.1 The basic responsibilities of the class/course committee are:

- (i) To review periodically the progress of the classes to discuss problems concerning curricula and syllabi and the conduct of the classes.
- (ii) The type of assessment for the course will be decided by the teacher in consultation with the class committee and will be announced to the students at the beginning of the semester.

## 6.0 Facility for Students to do Thesis work outside the parent institute

As far as possible the students shall be encouraged to do their thesis work in the parent institute itself. However, if found essential, they may be permitted for continuing their thesis in the IV semester outside the parent institute with the approval of the Department Committee, and Principal. For students who are availing this facility, the following conditions are to be observed.

The student has to get prior approval from the Department Committee and Principal in the third semester itself, for availing this facility as well as choice of the Institution/Industry/R&D organization with which the student is associated for continuing his/her thesis work. They have to get this approval in the third semester, itself.

1. If they are doing their thesis work in an Educational Institute then the Institutes is to be preferably an institution of national repute like IITs, IISc, NITs CEPT, SPA etc.
2. Students availing this facility should continue as regular students of the parent institute itself.
3. They should have an external as well as an internal guide. The internal guide should belong to the parent institution and the external guide should be from the Institution/Industry/R&D organization with which the student is associated for doing the thesis work.
4. The student also has to furnish a certificate from the external guide stating the willingness to supervise the thesis work through the Institution/Industry/R&D organization with which the student is associated for his/her thesis work and has to submit the same to the Department Committee.
5. The student has to furnish his/her monthly progress as well as attendance report signed by the external guide and submit the same to the concerned internal guide.
6. The external guide and the internal guide are to be preferably present during all the stages of evaluation of the thesis work. In case the external guide is not present, the internal guide can alone take the responsibility of conducting the evaluation.

## **7.0 Registration and Enrolment**

- 7.1 For the first semester every student has to enroll and register for the courses he/she intends to under go on a specified date notified to the students. The concerned Course Co-ordinator will guide the students in the registration proecess.
- 7.2 For the subsequent semesters registration for the courses will be done by the course Co-ordinator during a specified week before the end semester examination of the previous semester. The registration form will give details of the core and elective courses, project and seminar to be taken in a semester with the number of credits. The student should consult his/her Course Co-ordinator for the choice of courses. The registration form is then filled and signed by the student and the Course Co-ordinator.
- 7.3 From the second semester on wards, all students have to enrol on a specified day at the beginning of a semester. A student will become eligible for enrollment only if he/she satisfies requirements specified in Section 8.0 and in addition he/she has cleared all dues to the Institute. Hostel and the Library up to the end of the previous semester and also he/she is not debarred from enrollment by the Principal.
- 7.4 In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. Normally a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.

### **7.5 Maximum Duration of the programme:**

A student is ordinarily expected to complete the M. Planning and M. Arch Degree programme in four semesters.

In case of students who do not complete their thesis work by the end of fourth semester, they will be permitted to submit the report in the Fifth semester. The student has to keep the registration live till the time of submission of thesis by paying the registration fees. Under no circumstances students would be permitted to spend more than 6 semesters to complete the course work and five years for the total programme including the thesis work from the date of admission to the programme.

### **7.6 Discontinuation from the Programme:—**

Students may be permitted to discontinue the programme and take up a job provided they have completed all the course work. Students desirous of discontinuing their programme at any stage with the intention of completing the thesis at a later date should seek and obtain the permission of the Principal before doing so. When students are taking up the thesis work at a later period they have to satisfy the following requirements.

- (i) The student has to get prior approval from the Principal for rejoining their parent institution for doing their thesis work.

- (ii) The students should take full time leave from the organisation where they work, for one semester. The permission of the employer to continue studies with full time leave for one semester should be submitted to the University while applying for readmission for completing the thesis.
- (iii) Upon readmission, the student has to get enrolled in the concerned department of the parent institute by remitting the required fee.

### 8.0 Attendance :

- 8.1 The percentage of attendance for each subject will be calculated upto the last day of instruction and this will be indicated in the grade card by a code number/letter as follows:

Attendance Rounded to	Code
95% and above	H
85 to 94%	9
75 to 84%	8
Below 75%	W

- 8.2 Those students with the percentage of attendance for the entire semester for all courses put together is less than 75%, will not be permitted to sit for the end semester examination in that semester. In such cases the registration for that semester will be treated as cancelled and he/she should register for and repeat the entire semester. The particulars of all students who have attendance less than 75% in the semester will be announced by the Head of the Departments concerned within 7 days of closure of the semester.
- 8.3 A candidate is eligible for condonation of shortage of attendance only once in the entire programme subject to the conditions given below:
- (i) The conduct and progress must be good as certified by the Principal.
  - (ii) Condonation will be granted only on Medical grounds if he/she has secured not less the 60% of attendance.
  - (iii) By the recommendation of the head of the institution the condonation shall be granted subject to rules and procedures prescribed by the University from time to time.
- 8.4 If a student is continuously absent for more than 15 working days without any authorization by the Course Co-ordinator, his/her registration would automatically get cancelled.

### 9.0 Leave Rules

- 9.1 All M. Planning/M. Arch. students should apply to the Head of the Department for leave stating the reasons whenever they are not in a position to attend course/thesis work.
- 9.2 Students are eligible for leave of 20 days in a year which will be limited to 15 days per semester. The intervening holidays will be treated as part of leave with provision of suffix and prefix the holidays.

### 10.0 Evaluation Process

In the first, second, third and fourth semesters, all the subjects to be credited are evaluated through continuous internal assessment and end semester examinations. For all the lecture based courses in the first semester and all lecture based courses in the second semester except the Research Methodology course, the end of semester examination will be conducted by the University. For all the theory courses in third and fourth semester and for the Research Methodology course in the second semester and for the Practical Training/ Dissertation/ Planning/ Design Studio I, II & III the end of the semester examinations will be conducted by the respective Colleges. The practical Training, which is to be completed before the start of the third semester, will be evaluated by two member committee of internal faculty members. The dissertation will have end semester evaluation by a committee consisting of an internal faculty and an external expert in the area of specialization. The Planning/Design Studios I, II and III will have end semester evaluation by a jury. The evaluation jury for this will consist of an internal faculty member and an external expert in the respective field of specialisation. The progress of the thesis work will be evaluated by a committee consisting of an internal faculty and an external expert in the field of specialization. The final viva-voce examination for the thesis in the fourth semester will be conducted by the University. The chairman/chairpers on for University Examinations will be appointed by the University and selected from among the senior faculty members having specialization in concerned engineering discipline from Government/Aided engineering colleges.

*10.1 Assessment Procedure: Tests and Examinations*

For theory subjects, internal continuous assessments will be made during the semester. The assessment details as decided at the class committee will be announced to the student right at the beginning of the semester by the teacher. There will be a minimum of two tests per subject.

- 10.2 The Dissertation and the Practical Training will be evaluated by the Evaluation Committee. For the Dissertation, the students are required to submit a report of the literature survey/work done/ progress and present the contents of the report before the committee which will be evaluated by the committee. For the practical training the students are required to submit a report of all the work performed by them during the training period. Planning/Design Studios I, II & III will be evaluated by the staff members concerned.

- 10.3 The internal evaluations of the Thesis in the Fourth Semester would be done in stages by the Evaluation Committee. The quantum and quality of design work completed by the student in each stage will be evaluated on the basis of requirements that are pre-set for each stage. Final evaluation of Thesis would be conducted by the guide and an Examiner from outside the College, appointed by the University of Kerala.

*10.4 End Semester Examination for theory subjects*

- 10.4.1 The question paper will be of modular structure (three modules, in total) where the student has to answer two questions out of the three questions from, each module. Question papers in theory subjects, where end of semester examination is common University Examinations, shall be set by the Examiners appointed for that purpose by the University.
- 10.4.2 There shall be double valuation of theory papers for which end of semester examinations are conducted by the University. The theory answer papers shall be valued independently by the two examiners appointed by the University. If the difference between the marks awarded by the two Examiners is not more than 15 per cent of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations. If the difference between the marks awarded by the two Examiners is more than 15 per cent of the maximum marks, the Script shall be evaluated by a third Examiner. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging.
- 10.4.3 The question paper for the end of semester examination conducted by University will be scrutinized by a committee appointed by the University and the question paper for subjects having examination conducted by the respective colleges will be scrutinized by a committee appointed by the concerned Department.

*10.5 Scheme of Evaluation*

The following will be the scheme of evaluation for the different courses.

**(a) Theory subjects**

Continuous assessment: 40 % (25% for Tests + 15% for Assignments) End semester examination: 60%

**(b) Planning/Design Studios I, II & III**

Continuous assessment: Out of 200 Marks. 15% for Seminar +85% for studio work. End Semester Jury: 100 Marks.

**(c) Dissertation**

Internal assessment of work by the guide: 50%

Internal Evaluation by Committee: 50%

**(d) Industrial Training**

Internal Evaluation by Committee: 100%

**(e) Thesis (Semester IV)**

Internal assessment of work by the guide: 25%

Internal Evaluation by Committee: 25%

Final Evaluation by Internal and External Examiner: 50% ( 5 % marks is earmarked for publication in Journal/Conference).

*10.6 Methods of Awarding Grades*

- 10.6.1 A student is awarded a letter grade in each course he/she has registered for, indicating his/her overall performance in that course. There are seven letter grades S, A, B, C, D, F and I. The correspondence between grades and points (on a 10-point scale) rating is given below:

<i>Range of percentage of marks</i>	<i>Letter Grade</i>	<i>Points</i>
90 - 100	S	10
80 - 89	A	9
70 - 79	B	8
60 - 69	C	7
50 - 59	D	6
Below 50	F	0
Incomplete	I	..

### 10.7 Criteria for Pass in a course and acquiring credit

- 10.7.1 For the lecture based courses having end of semester examinations, a student is deemed to have completed a course successfully and earned the credit if he/she secures a letter grade D or higher and has secured a minimum of 50% marks in the End of Examination. A course successfully completed cannot be repeated. A letter grade F in any subject implies failure in that subject.

For Dissertation and Practical Training (where the evaluation is completely internal assessment) the student has to acquire a letter grade D or higher. If he/she fails to obtain this minimum grade, he/she has to repeat the Dissertation and Practical Training with respect to that course in the subsequent semesters for the successful completion.

- 10.7.2 A student securing F or I grade in any core course has to reappear for the examination for the same course in the subsequent chances. If it is an elective course, the student has the option to reappear for the examination in the same course or to change the elective course in which case he/she has to repeat the course work with respect to the new elective course. A student will be given only three consecutive chances for reappear and retrieve the credits in this manner.

### 10.8 Grade Card

- 10.8.1 The grade card will be issued at the end of the semester to each student by the University. It will contain the following details:

- the credits for each course registered for that semester
- performance in each subject by the letter grade obtained vide 10.6.1
- the attendance put in each course in the form of the code vide 8.1
- the total number of credits earned by the student upto the end of that semester.
- Grade Point Average (GPA) of all the courses taken during a semester if he successfully completed all the courses in that semester.
- the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester is shown in the final semester grade card.

- 10.8.2 The Grade Point Average (GPA) will be calculated by the formula.

$$GPA = \frac{\sum (C \times GP)}{\sum C}$$

Where C = Credit for the course, GP = the grade point obtained for the course and the sum is over all the courses taken in that semester.

For the Cumulative Grade Point Average (CGPA) a similar formula is used except that the sum is over all the courses taken in all the semesters completed upto the point in time.

$$CGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

where m is the number of courses registered upto that semester  $C_i$  is the number of credits allotted to 1st subject as per the scheme and  $G_i$  is the grade points corresponding to the grade awarded to the student for the subject.



*10.9 Classification Degree*

The student will be eligible for the award of the degree on completion of the mandatory requirements of 69 credit, obtaining at least 'D' grade in each subject and a CGPA of 6.0. A student will be placed in First Class with Distinction if he/she scores CGPA > 8.5. He/she will be placed in First Class if CGPA is >7 but less than 8.5.

*11.0 Provision to include a new elective*

Normally the revision of the scheme and syllabus is to take place in every 5 years. But to keep the syllabus in tune with the new and emerging technology trend, a new elective course can be introduced after obtaining the approval of the University. The syllabus of the proposed course has to be approved before the commencement of the semester in which the course is proposed.

*12.0 Revision of Regulations*

Notwithstanding all that has been stated above the University has the right to modify any of the regulations, scheme of studies, examinations and syllabi from time to time.

The above revised Regulations relating to M.Arch and M.Planning Degree Programme (2013 Scheme) was laid before the Senate at its meeting held on 26th November. 2013 as envisaged under Section 39 (1) of the Kerala University Act, 1974 and was declared as passed for adoption.

University Buildings,  
Thiruvananthapuram.

DR. MOHAMMED BASHEER, K.  
*Registrar.*

## ANNEXURE-A

**M. Planning/M. Arch. Programme under University of Kerala Academic Eligibility for Admission**

<i>Branch.</i>	<i>Sl. No.</i>	<i>Specialization</i>	<i>Eligibility for Admission</i>	<i>Remarks</i>
Architecture	1	M Planning	Degree in Architecture/Civil Engineering planning	
	2	M. Arch	Degree in Architecture	

## NOTIFICATIONS

No. Academic L/2410/S/2009.

15th January 2014.

**AMENDMENT TO THE KERALA UNIVERSITY FIRST STATUTES, 1979**

The Senate at its meeting held on 18th November 2009 has passed the following amendment to the Kerala University (Conditions of Service of Teachers and Members of Non-Teaching Staff) First Statutes, 1979 relating to the revision of qualification of Non-teaching staff in Private Colleges.

**Amendment No. 40**

"That, in Chapter 3 (Conditions of service of Members of Non-teaching staff) of Kerala University (Conditions of Service of Teachers and Members of Non-teaching Staff) First Statutes, 1979, a 'Note' be added after qualification (3) of clause (6) of statute 41-qualification for appointment and, clause (7) of Statute 41 and Statute 42 to be substituted to read as follows.

<i>Posts</i>			<i>Qualifications</i>
(1)	(2)	(3)	(4)
41	6	Lower Division Typist	* (1) S. S. L. C. or equivalent qualification (2) A Lower Grade Certificate in KGTE Malayalam Typewriting (3) A Lower Grade Certificate in KGTE, MGTE or equivalent qualification in English Typewriting. Provided that the ** Peons and other Non-Clerical Staff, # including the technical staff like Laboratory Staff and Library Staff

(1)	(2)	(3)	(4)
			of the Private Arts, Science and Training Colleges who are fully qualified and who are in regular permanent service or have put in three years of continuous service after the commencement of these Statutes shall be promoted as Lower Division Typists against future vacancies arising in Private Arts, Science and Training Colleges.
			<i>Note:</i> Computer Knowledge will be considered as an additional qualification.
	7	Mechanic	(a) For Direct Recruitment: Diploma/ITI Certificate in Mechanical/Electronics trade (b) For Promotion: Diploma/ITI Certificate in Mechanical/Electronics trade.
<hr/>			
* Substituted vide Amendment No. 26			
* * Substituted vide Amendment No. 18			
# Amended vide Amendment No. 15 Notified vide University Notification No. Acad.L./3282/87/CSS/13/88 dated 24-3-1988 effective from 17-3-1988.			

42. Library service in Colleges:

- (i) All Colleges should have qualified Librarians. Library service in all Colleges shall be centralized to bring them under the supervision of qualified professional. The post of Librarians shall be as UGC Librarian.
- (ii) Qualification for the post of UGC Librarian shall be as follows:
  1. National Level Test conducted by the UGC or any agency approved by the UGC and
  2. Degree in Master of Library Science with 55% marks, good academic records and experience in the Computerisation of Library.
- (iii) The Librarians who had UGC qualification at the time of issue of Order of Government in G. O. (Ms.) No.119/04/H. Edn. 17-4-2004 would be eligible to get salary in the UGC scale.
- (iv) Relaxation: Those Librarian who have BLISc qualification as per the Statute and a Minimum 8 years service will be eligible to get salary on the UGC Scale with effect from 17-9-2004 giving relaxation to UGC qualification, on condition that they must acquire either UGC qualification within four years or quality (pass) 4 (four) refresher courses. They should execute a bond permitting to recover the extra salary and benefits received, if they fail to acquire the prescribed qualifications. In no case the managements shall be allowed to recruit new unqualified hands and claim this relaxation.
- (v) 'E' grade colleges getting UGC grant shall also be allowed the benefits envisaged in (iii) & (iv) above.
- (vi) The training colleges shall also be allowed to fill up posts of Librarians as in the case of 'D' grade colleges and Librarians on such appointments shall also be eligible for the benefits envisaged in (iii) & (iv) above.

The above amendment to the Kerala University First Statutes, 1979 was assented to by the Chancellor on 29-1-2014 and shall come into force with effect from that date.

University Buildings,  
Thiruvananthapuram

DR. MOHAMMED BASHEER, K.,  
Registrar.